

Accessing DOI LEARN for the First Time

This document is meant to be used as a guide to help you through logging into DOI LEARN for the very first time.

The steps for changing your browser settings should be used on every computer that you intend to use to access DOI LEARN. The login instructions are for use ONLY upon your first login to the DOI LEARN system. After you've completed these instructions you will log in to the DOI LEARN system using the User Name and Password that you establish here.

Before You Access DOI LEARN

Before you access DOI LEARN, you will need to make adjustments to your computer to optimize its performance while using the application.

This document will show you how to:

- Adjust your monitor resolution,
- Check Internet Explorer 6.0 for Cookies and Scripting,
- Clear the Cache Using Internet Explorer 6.0,
- Add DOI LEARN URL to the trusted sites area,
- Configure your browser e-mail client, and
- Log in to DOI LEARN

First, the DOI LEARN minimum requirements:

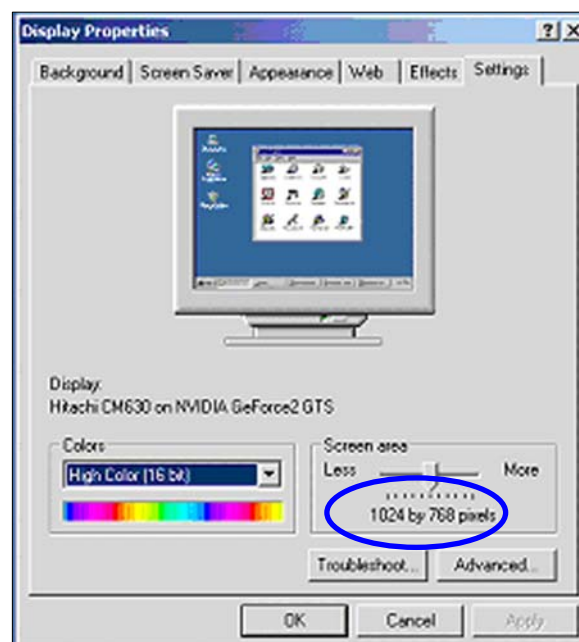
- Operating System Win 95/98/NT4
- Internet Explorer 5.0 (or higher); Netscape Navigator 4.7 and above
- Cookies, Java, and JavaScript enabled (must support Java version 1.02 and JavaScript 1.0)
- 133 MHz or higher processor
- 16MB RAM (32MB recommended)
- 800 x 600 resolution at 32-bit color depth

*Some courses and features require special multimedia plug-ins and players (see Plug-in Installation Center in DOI LEARN), or require specific operating systems, browsers and java.

Before You Access DOI LEARN

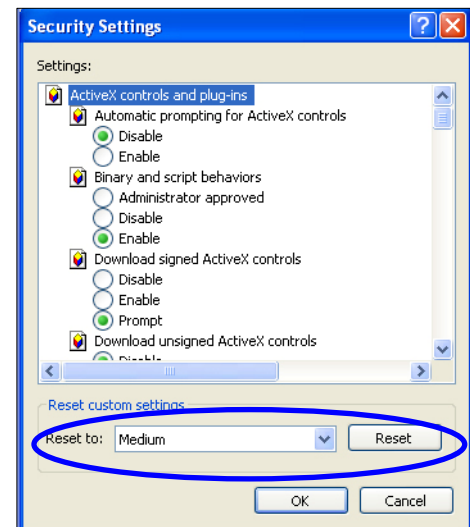
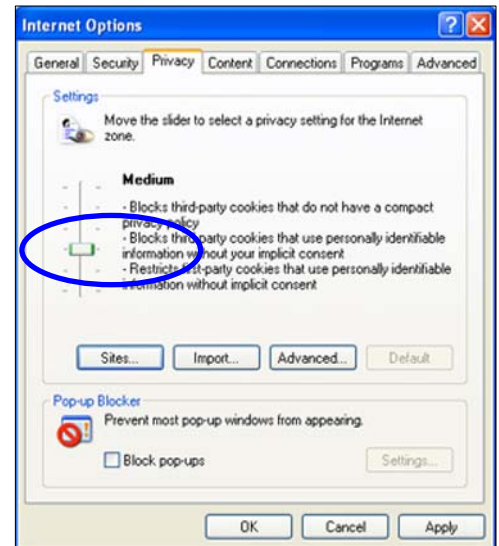
Adjust Your Monitor Resolution

1. **Right click** on your desktop.
2. Select **Properties**.
3. In the Display Properties dialog box, click on **Settings** tab.
4. Adjust slider to **1024 x 768** resolution.
5. Click **Apply** then **OK**.
6. **Launch Internet Explorer.**



Check Internet Explorer 6.0 for Cookies and Scripting

1. Under the **Tools** menu, select **Internet Options**.
2. Click the **Privacy** tab.
3. Move the slider to **Medium**. If no slider exists, click the **Default** button.
4. Click the **Security** tab.
5. Click the **Custom Level** button.
6. In Security Settings dialog box, in the **Reset to** drop-down, select **Medium**.
7. Click the **Reset** button.
8. To confirm the change, click **Yes**.
9. Click the **OK** button.

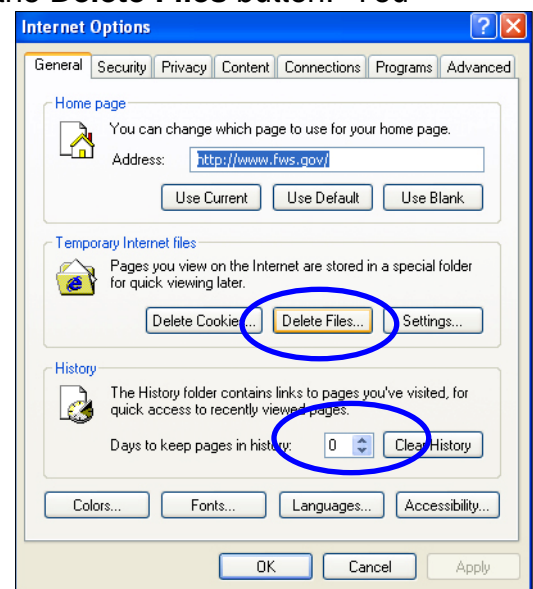
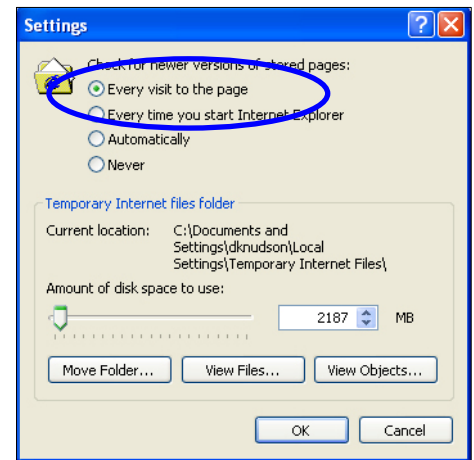


Keep Cache Cleared – change your settings

If the system is very slow or locks when trying to launch an application or course, you may need to clear your content cache.

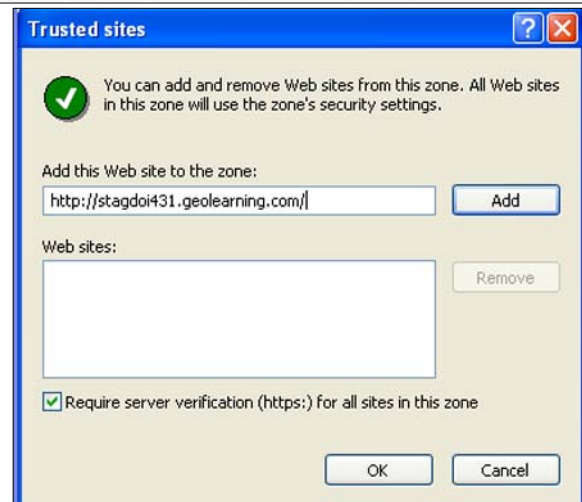
To Clear the Cache Using Internet Explorer 6.0

1. Under the **Tools** menu, select **Internet Options**.
2. Under the Temporary Internet files section, click the **Settings** button.
3. In the settings dialog box, select the **Every visit to the page** option.
4. Click the **OK** button.
5. Under the Temporary Internet files section, click the **Delete Files** button. You can check the "Delete all offline content if you wish."
6. Click the **OK** button. You may see an hourglass to wait for this step to complete. It may take a few minutes if you've never done this before.
7. Under the History section, set the **Days to keep pages in history** to 0.
8. Click the **OK** button.
9. Click the **Refresh** button on your browser.



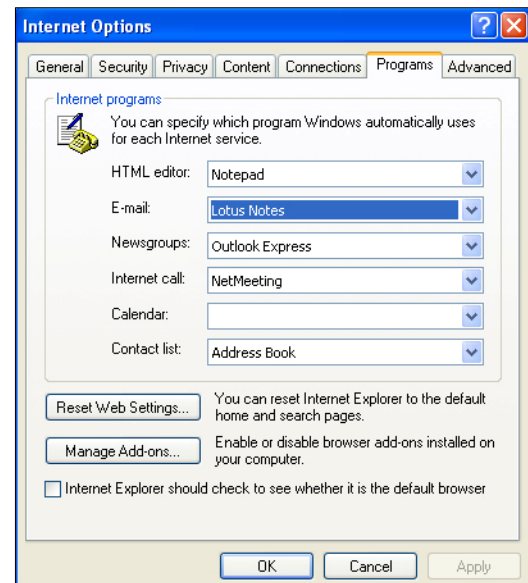
Add the DOI LEARN URL to the Trusted Sites zone.

1. Under the **Tools** menu, select **Internet Options**.
2. Click the **Security** tab.
3. Click the **Trusted Sites** icon.
4. Click the **Sites** button.
5. Under **Add this Web site to the zone** type the following URL:
<https://doilearn.doi.gov>
6. Click the **Add** button.
7. Click the **OK** button.



To Set Your Browser E-mail Client

1. Under the **Tools** menu, select **Internet Options**.
2. Click the **Programs** tab.
3. Click the drop-down arrow after **E-mail**.
Chose the appropriate email client.
4. Click **Apply**.
5. Click **OK**.



Now you're ready. Continue on to page 6 to access the DOI LEARN Learning Management System for the first time...

How to Log-In to DOI LEARN for the first time.

1. Open your Internet browser and go to the URL: <https://doilearn.doi.gov>
2. Login with your pre-set **User Name and Password**

Your pre-set User Name will consist of your first initial, the first four characters of your last name, and your birth date in a MMDDYYYY format. For example: James Smith whose birthday is October 31, 1955 would use the following User Name:

jsmit10311955

User Name is not case sensitive.

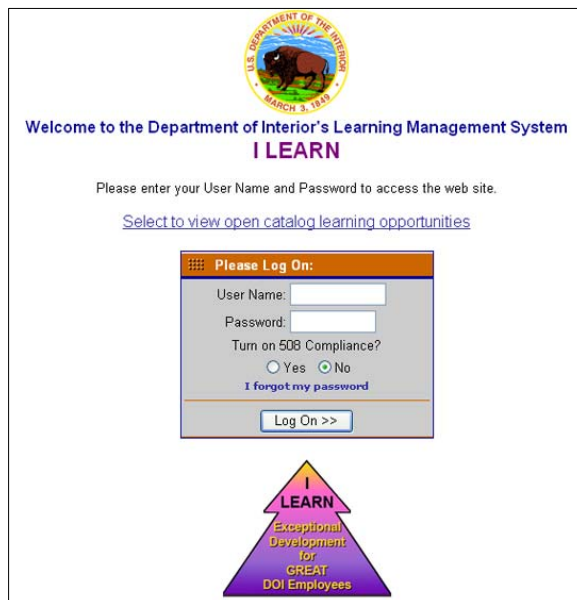
Your pre-set **password** (first time logon only) is set to:

!ChangeIT!

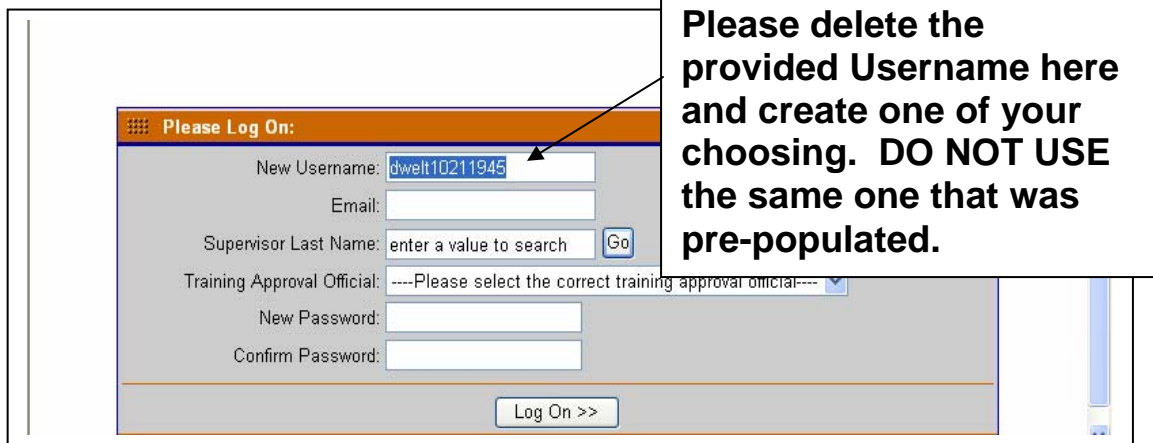
Password field IS case sensitive.

If you require the use of an Assistive Device to help you with Internet access you can check the radio button to turn on 508 compliance to allow you to use your screen reader. Otherwise, leave the selection to "No".

Click the **Log On** button.



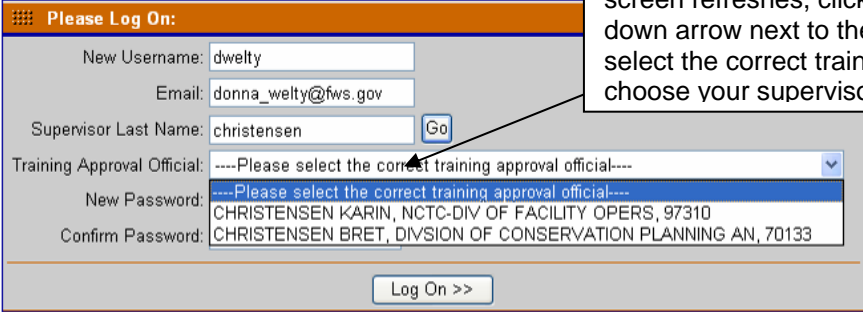
3. Establish/create a **NEW Username**.



Please delete the provided Username here and create one of your choosing. DO NOT USE the same one that was pre-populated.

4. Enter your correct **internet email address**.
5. Search for and select your **supervisor**.

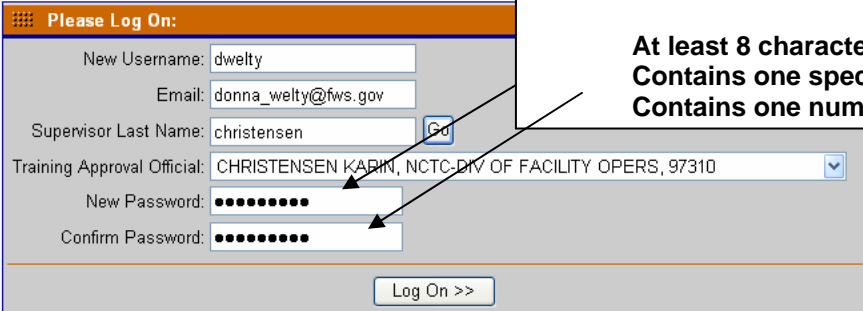
Type in your Supervisor's Last Name and click GO. Once the screen refreshes, click on the down arrow next to the 'Please select the correct training...' and choose your supervisor.



6. Create and confirm a **new strong password**.

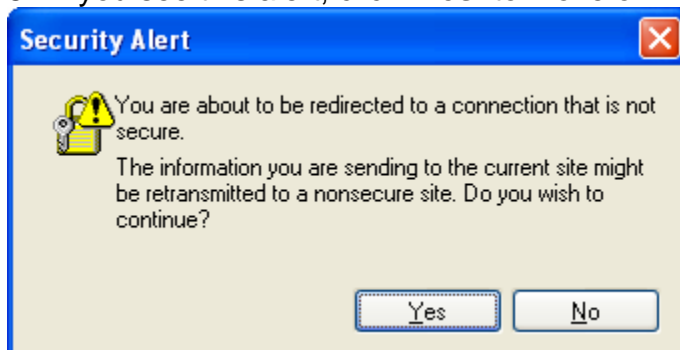
The last step is to create a password and confirm it. Remember that your password must conform to the standard rules for a good password. That is,

At least 8 characters
Contains one special character (i.e. @\$!) **AND**
Contains one number



7. Now, click **Log On** and if you've done all that's required, you'll see a Rules of Behavior screen that you must agree to before moving on. These Rules of Behavior are scheduled to reappear every 90 days. As you read through these rules you will scroll down to the bottom page. Once you've finished, click "**Accept Rules**".

8. If you see this alert, click '**Yes**' to move on.



9. Last Step! **Update the My Information tab.** Click on the Administration tab then click the My Information link. Update empty phone and address fields with your Business contact information.

10. Click **Save** to apply your updates.

FWS DOI LEARN Management Portal Log Off | My Courses | Catalog | Enable Text-Only |

Welcome DONNA WELTY (St...

Welcome | My Courses | Library | Communication | Course Catalog | Administration | Help Desk

About | My Information | My Preferences

Edit User Profile

* User Name dwelty

Password Confirm

All passwords (except auto-generated passwords) must follow these rules

- At least 8 characters in length, with a maxlength of 64 characters.
- At least 1 number
- At least 1 special character

* First Name DONNA * Last Name WELTY Middle Initial J

* Email Address donna_welty@fws.gov

SSN

Office Phone Ext (if req'd)

Congratulations! You've just logged on to DOI LEARN!

Retrieve a Lost or Forgotten Password

This process will generate a new password and send it to the user by e-mail. The user will have 3 days to log in before the password expires.

1. Launch Internet Explorer.
2. Type in the URL <https://doilearn.doi.gov> to access DOI LEARN
3. Click the **Forgot My Password** link.
 - a. To request a new password, follow these steps:
 - i. In the field provided type in your internet email address.
 - ii. Click the **Send Password button**.
4. Click the Back link to return the log in page.
5. You will receive an email from the GovSupport team at GeoLearning. You must log in to the system within 3 days of the password being newly generated otherwise it will expire and you will have to request another password.